

**BASIC SHORTCUT KEYS**

|                     |  |
|---------------------|--|
| <b>Alt + F</b>      | File menu options in current program                 |
| <b>Alt + E</b>      | Edit options in current program                      |
| <b>F1</b>           | Universal help (for all programs)                    |
| <b>Ctrl + A</b>     | Select all text                                      |
| <b>Ctrl + X</b>     | Cut selected item                                    |
| <b>Shift + Del</b>  | Cut selected item                                    |
| <b>Ctrl + C</b>     | Copy selected item                                   |
| <b>Ctrl + Ins</b>   | Copy selected item                                   |
| <b>Ctrl + V</b>     | Paste  |
| <b>Shift + Ins</b>  | Paste  |
| <b>Home</b>         | Go to beginning of current line                      |
| <b>Ctrl + Home</b>  | Go to beginning of document                          |
| <b>End</b>          | Go to end of current line                            |
| <b>Ctrl + End</b>   | Go to end of document                                |
| <b>Shift + Home</b> | Highlight from current position to beginning of line |
| <b>Shift + End</b>  | Highlight from current position to end of line       |
| <b>Ctrl + ←</b>     | Move one word to the left at a time                  |
| <b>Ctrl + →</b>     | Move one word to the right at a time                 |

**MICROSOFT® WINDOWS® SHORTCUT KEYS**

|                                    |  |
|------------------------------------|--|
| <b>Alt + Tab</b>                   | Switch between open applications                                 |
| <b>Alt + Shift + Tab</b>           | Switch backwards between open applications                       |
| <b>Alt + Print Screen</b>          | Create screen shot for current program                           |
| <b>Ctrl + Alt + Del</b>            | Reboot/Windows® task manager                                     |
| <b>Ctrl + Esc</b>                  | Bring up start menu  |
| <b>Alt + Esc</b>                   | Switch between applications on taskbar                           |
| <b>F2</b>                          | Rename selected icon   |
| <b>F3</b>                          | Start find from desktop  |
| <b>F4</b>                          | Open the drive selection when browsing                           |
| <b>F5</b>                          | Refresh contents   |
| <b>Alt + F4</b>                    | Close current open program                                       |
| <b>Ctrl + F4</b>                   | Close window in program  |
| <b>Ctrl + Plus Key</b>             | Automatically adjust widths of all columns in Windows Explorer   |
| <b>Alt + Enter</b>                 | Open properties window of selected icon or program               |
| <b>Shift + F10</b>                 | Simulate right-click on selected item                            |
| <b>Shift + Del</b>                 | Delete programs/files permanently                                |
| <b>Holding Shift During Bootup</b> | Boot safe mode or bypass system files                            |
| <b>Holding Shift During Bootup</b> | When putting in an audio CD, will prevent CD Player from playing |

**WINKEY SHORTCUTS**

|                              |   |
|------------------------------|---|
| <b>WINKEY + D</b>            | Bring desktop to the top of other windows |
| <b>WINKEY + M</b>            | Minimize all windows                      |
| <b>WINKEY + SHIFT + M</b>    | Undo the minimize done by WINKEY + M      |
| <b>WINKEY + E</b>            | Open Microsoft Explorer                   |
| <b>WINKEY + Tab</b>          | Cycle through open programs on taskbar    |
| <b>WINKEY + F</b>            | Display the Windows® Search/Find feature  |
| <b>WINKEY + CTRL + F</b>     | Display the search for computers window   |
| <b>WINKEY + F1</b>           | Display the Microsoft® Windows® help      |
| <b>WINKEY + R</b>            | Open the run window                       |
| <b>WINKEY + Pause /Break</b> | Open the system properties window         |
| <b>WINKEY + U</b>            | Open utility manager                      |
| <b>WINKEY + L</b>            | Lock the computer (Windows XP® & later)   |

**WORD® SHORTCUT KEYS**

|                            |  |
|----------------------------|--|
| <b>Ctrl + A</b>            | Select all contents of the page            |
| <b>Ctrl + B</b>            | Bold highlighted selection                 |
| <b>Ctrl + C</b>            | Copy selected text                         |
| <b>Ctrl + X</b>            | Cut selected text                          |
| <b>Ctrl + N</b>            | Open new/blank document                    |
| <b>Ctrl + O</b>            | Open options                               |
| <b>Ctrl + P</b>            | Open the print window                      |
| <b>Ctrl + F</b>            | Open find box                              |
| <b>Ctrl + I</b>            | Italicize highlighted selection            |
| <b>Ctrl + K</b>            | Insert link                                |
| <b>Ctrl + U</b>            | Underline highlighted selection            |
| <b>Ctrl + V</b>            | Paste                                      |
| <b>Ctrl + Y</b>            | Redo the last action performed             |
| <b>Ctrl + Z</b>            | Undo last action                           |
| <b>Ctrl + G</b>            | Find and replace options                   |
| <b>Ctrl + H</b>            | Find and replace options                   |
| <b>Ctrl + J</b>            | Justify paragraph alignment                |
| <b>Ctrl + L</b>            | Align selected text or line to the left    |
| <b>Ctrl + Q</b>            | Align selected paragraph to the left       |
| <b>Ctrl + E</b>            | Align selected text or line to the center  |
| <b>Ctrl + R</b>            | Align selected text or line to the right   |
| <b>Ctrl + M</b>            | Indent the paragraph                       |
| <b>Ctrl + T</b>            | Hanging indent                             |
| <b>Ctrl + D</b>            | Font options                               |
| <b>Ctrl + Shift + F</b>    | Change the font                            |
| <b>Ctrl + Shift + &gt;</b> | Increase selected font +1                  |
| <b>Ctrl + ]</b>            | Increase selected font +1                  |
| <b>Ctrl + Shift + &lt;</b> | Decrease selected font -1                  |
| <b>Ctrl + [</b>            | Decrease selected font -1                  |
| <b>Ctrl + Shift + *</b>    | View or hide non printing characters       |
| <b>Ctrl + ←</b>            | Move one word to the left                  |
| <b>Ctrl + →</b>            | Move one word to the right                 |
| <b>Ctrl + ↑</b>            | Move to beginning of the line or paragraph |
| <b>Ctrl + ↓</b>            | Move to the end of the paragraph           |
| <b>Ctrl + Del</b>          | Delete word to right of cursor             |
| <b>Ctrl + Backspace</b>    | Delete word to left of cursor              |
| <b>Ctrl + End</b>          | Move cursor to end of document             |
| <b>Ctrl + Home</b>         | Move cursor to beginning of document       |
| <b>Ctrl + Space</b>        | Reset highlighted text to default font     |
| <b>Ctrl + 1</b>            | Single-space lines                         |
| <b>Ctrl + 2</b>            | Double-space lines                         |
| <b>Ctrl + 5</b>            | 1.5-line spacing                           |
| <b>Ctrl + Alt + 1</b>      | Change text to heading 1                   |
| <b>Ctrl + Alt + 2</b>      | Change text to heading 2                   |
| <b>Ctrl + Alt + 3</b>      | Change text to heading 3                   |
| <b>F1</b>                  | Open help                                  |
| <b>Shift + F3</b>          | Change case of selected text               |
| <b>Shift + Insert</b>      | Paste                                      |
| <b>F4</b>                  | Repeat last action performed (Word 2000+)  |
| <b>F7</b>                  | Spell check selected text and/or document  |
| <b>Shift + F7</b>          | Activate the thesaurus                     |
| <b>F12</b>                 | Save as                                    |
| <b>Ctrl + S</b>            | Save                                       |
| <b>Shift + F12</b>         | Save                                       |
| <b>Alt + Shift + D</b>     | Insert the current date                    |
| <b>Alt + Shift + T</b>     | Insert the current time                    |
| <b>Ctrl + W</b>            | Close document                             |

**EXCEL® SHORTCUT KEYS**

|                                       |   |
|---------------------------------------|---|
| <b>F2</b>                             | Edit the selected cell                              |
| <b>F5</b>                             | Go to a specific cell                               |
| <b>F7</b>                             | Spell check selected text and/or document           |
| <b>F11</b>                            | Create chart  |
| <b>Ctrl + Shift + ;</b>               | Enter the current time                              |
| <b>Ctrl + ;</b>                       | Enter the current date                              |
| <b>Alt + Shift + F1</b>               | Insert new worksheet                                |
| <b>Shift + F3</b>                     | Open the Excel® formula window                      |
| <b>Shift + F5</b>                     | Bring up search box                                 |
| <b>Ctrl + A</b>                       | Select all contents of worksheet                    |
| <b>Ctrl + B</b>                       | Bold highlighted selection                          |
| <b>Ctrl + I</b>                       | Italicize highlighted selection                     |
| <b>Ctrl + C</b>                       | Copy selected text                                  |
| <b>Ctrl + V</b>                       | Paste   |
| <b>Ctrl + D</b>                       | Fill  |
| <b>Ctrl + K</b>                       | Insert link   |
| <b>Ctrl + F</b>                       | Open find and replace options                       |
| <b>Ctrl + G</b>                       | Open go-to options                                  |
| <b>Ctrl + H</b>                       | Open find and replace options                       |
| <b>Ctrl + U</b>                       | Underline highlighted selection                     |
| <b>Ctrl + Y</b>                       | Underline selected text                             |
| <b>Ctrl + 5</b>                       | Strikethrough highlighted selection                 |
| <b>Ctrl + O</b>                       | Open options  |
| <b>Ctrl + N</b>                       | Open new document                                   |
| <b>Ctrl + P</b>                       | Open print dialog box                               |
| <b>Ctrl + S</b>                       | Save  |
| <b>Ctrl + Z</b>                       | Undo last action                                    |
| <b>Ctrl + F9</b>                      | Minimize current window                             |
| <b>Ctrl + F10</b>                     | Maximize currently selected window                  |
| <b>Ctrl + F6</b>                      | Switch between open workbooks/windows               |
| <b>Ctrl + Page up &amp; Page Down</b> | Move between Excel® worksheets in the same document |
| <b>Ctrl + Tab</b>                     | Move between two or more open Excel® files          |
| <b>Alt + =</b>                        | Create formula to sum all of above cells            |
| <b>Ctrl + '</b>                       | Insert value of above cell into current cell        |
| <b>Ctrl + Shift + !</b>               | Format number in comma format                       |
| <b>Ctrl + Shift + \$</b>              | Format number in currency format                    |
| <b>Ctrl + Shift + #</b>               | Format number in date format                        |
| <b>Ctrl + Shift + %</b>               | Format number in percentage format                  |
| <b>Ctrl + Shift + ^</b>               | Format number in scientific format                  |
| <b>Ctrl + Shift + @</b>               | Format number in time format                        |
| <b>Ctrl + →</b>                       | Move to next section of text                        |
| <b>Ctrl + Space</b>                   | Select entire column                                |
| <b>Shift + Space</b>                  | Select entire row                                   |
| <b>Ctrl + W</b>                       | Close document                                      |

**OUTLOOK® SHORTCUT KEYS**

|                         |   |
|-------------------------|---|
| <b>Alt + S</b>          | Send the email                            |
| <b>Ctrl + C</b>         | Copy selected text                        |
| <b>Ctrl + X</b>         | Cut selected text                         |
| <b>Ctrl + P</b>         | Open print dialog box                     |
| <b>Ctrl + K</b>         | Complete name/email typed in address bar  |
| <b>Ctrl + B</b>         | Bold highlighted selection                |
| <b>Ctrl + I</b>         | Italicize highlighted selection           |
| <b>Ctrl + U</b>         | Underline highlighted selection           |
| <b>Ctrl + R</b>         | Reply to an email                         |
| <b>Ctrl + F</b>         | Forward an email                          |
| <b>Ctrl + N</b>         | Create a new email                        |
| <b>Ctrl + Shift + A</b> | Create a new appointment to your calendar |
| <b>Ctrl + Shift + O</b> | Open the outbox                           |
| <b>Ctrl + Shift + I</b> | Open the inbox                            |
| <b>Ctrl + Shift + K</b> | Add a new task                            |
| <b>Ctrl + Shift + C</b> | Create a new contact                      |
| <b>Ctrl + Shift + J</b> | Create a new journal entry                |